

## ANNEX N MANPOWER

### I. SITUATION AND ASSUMPTIONS

- A. A potential or actual serious situation resulting from a natural incident, manmade incident, technological incident, or from war could necessitate the mobilization of the population to take part in mitigation, response or recovery operations.
- B. In the event that Annex Y (Mass Destruction/Conventional War) is put into effect, there may be a need for manpower to perform services for the relocated population, to maintain services in the evacuated area, and to perform cleanup in the post attack/return to home period.
- C. Private industry will utilize their own manpower assets as feasible under war conditions, plus take on additional manpower to meet defense needs.
- D. Existing local, state and federal manpower will not be able to meet all governmental manpower needs in a major disaster.
- E. Contained within the evacuated and resident population will be people surplus to the country's economic and defense needs who can be organized to meet the Commonwealth's manpower needs in a disaster.

### II. MISSION

The responsibility of the Education Cabinet, Office of Workforce Investment (OWI) is to organize all underutilized manpower in the Commonwealth.

### III. DIRECTION AND CONTROL

- A. The Education Cabinet, OWI is responsible for coordination of available manpower.
- B. Federal directives concerning the employment of essential industrial and organization workers may not be available at all times during wartime. The Commonwealth must be ready to conduct manpower operations with very little guidance from the federal government. Each citizen will be expected to serve in a capacity that will contribute most effectively to the overall economy.
- C. During wartime, the manpower of essential industries will have priority over the manpower needs of other civilian activities.
- D. As practicable, the OWI will consult with representatives of labor and management during the period of wartime crisis and report the results to KyEM.
- E. Overall state direction and control will be exercised from the state EOC in Frankfort.

- F. Federal help will be provided as set forth in the National Response Plan (NRP), see Annex A. Support for manpower will be coordinated through the National Response Plan, Emergency Support Function Seven (ESF-7) Resource Support. The OWI will support when ESF-7 of the NRP is activated.

#### IV. CONCEPT OF OPERATIONS

- A. The OWI will coordinate all requests for manpower needed by other Commonwealth agencies and local government.
- B. Manpower resources available to the Commonwealth will be assigned based on the following priorities.
  - 1. Activities essential to continued health, welfare and survival of the citizens of the country.
  - 2. Support of military operations.
  - 3. Support of facilities producing essential defense items.
  - 4. Support of facilities that maintain the national economy.
  - 5. Other priorities established by the Governor.
- C. Organization.
  - 1. State Government Responsibility.
    - a. OWI is designated as the agency to operate and manage the Commonwealth's manpower resources and will be responsible for the registration and allocation of manpower to meet statewide emergency needs. The Department can be assisted by a Manpower Resource Management Board if it is activated.
    - b. The Manpower Resource Management Board will be activated for serious national emergencies; will consist of the Director and at least five (5) members. The Director of the OWI, or representative, will serve as Director of the Manpower Resource Management Board.
    - c. Duties of the Manpower Resource Management Board are as listed.
      - 1) Director of Manpower Resource Management Board
        - a) On behalf of the governor, issue policies and guidance applicable throughout the State, covering the management and utilization of manpower resources throughout the State.

- b) Advise the Governor, and KyEM, of manpower needs and resources.
- c) Makes final determination on recommended allocation of essential manpower.
- d) Provides federal manpower representatives with information covering available manpower within the State and estimated requirements.
- e) Coordinate all elements of the State Manpower Organization with the federal NRP ESF representative.

2) Statistical Manpower Officer

- a) Principal advisor to the State Manpower Resource Board on all matters concerned with the collection, utilization and dissemination of statistical information on manpower within the state.
- b) Provides the federal manpower representative with statistical information concerning manpower within the state.

3) Placement Manpower Officer

- a) Arranges for the transfer of manpower available in the state to meet critical shortages.
- b) Arranges through the federal manpower representatives for the transfer of surplus manpower between states.
- c) Make arrangements for local consultation with representatives of labor and management.

4) Allocations Manpower Officer

- a) Identifies manpower skills in short supply and critically needed to staff essential activities.
- b) Advises Selective Service System of critical civilian manpower skill requirements for use in the defense industry.
- c) Receives and acts upon requests for manpower for all essential uses.

5) Supporting Resources Manpower Officer

- a) Assist manpower essential users in obtaining supporting resources to ensure an effective manpower program.
  - b) Works closely with the federal manpower representative in aiding essential users of manpower to obtain supporting resources from sources within and outside the state.
- 6) Health Manpower Office is responsible for coordinating Health Manpower requests with the State Manpower resource Board.
- 2. Local government is responsible for managing civilian manpower in the county, following the policy and operational guidelines provided by the State Manpower Resource Board.
- 3. Federal Government responsibilities.
  - a. U.S. Department of Labor is responsible for the following.
    - 1) Developing, implementing, executing and coordinating policies established by the President for development, mobilization and use of civilian manpower resources of the nation during an evacuation.
    - 2) Consulting with representatives of labor and management at the national and regional level.
  - b. Estimating manpower needs for military and civilian purposes and assessing the manpower supply available by geographic location, industry and occupation.
- 4. Private industry is responsible for complying with the internal emergency manpower programs.
- D. OWI, during wartime, coordinates with the Selective Service System's state headquarters for the activation of joint plans to assist local employment offices in the location of civilian manpower to meet urgent emergency needs.
- E. OWI, upon direction of the Governor, assumes direction and control of the allocation of manpower within the Commonwealth.
- F. OWI will keep the KyEM Director informed as to the specific manpower needs and resources available in the Commonwealth.
- G. Essential facilities will be authorized to recruit the bulk of their own manpower. They will call on the OWI only for special manpower problems that they cannot handle.

- H. Employees may follow the usual recruiting practices, except for those skills that are declared a critical shortage by the state or federal government.
- I. Local governments utilize their own personnel and those made available through agreements and understandings. When additional personnel are needed, there are two possible sources.
  - 1. Private Sector.
    - a. Local governments may supplement their staffs with volunteers from local businesses, industries, or organizations preferably on a prearranged basis.
    - b. Local governments may recruit additional personnel to hire part time or on a temporary basis.
    - c. Local governments may contract with private firms to perform some functions and thus meet the demand for personnel.
  - 2. State Personnel.
    - a. State employees may be utilized on mission type basis, but usually remain under the direction and control of their agency.
    - b. Prisoners in the State penal system may provide manpower.
      - 1) Request for prison labor may be made through KyEM to the Justice and Public Service Cabinet, Department of Corrections.
      - 2) Prisoners generally work under the supervision of Department of Corrections personnel.
      - 3) Prisoners in the “work release” program cannot be used except in their regular jobs.
- J. State Government personnel continue to work under the direction of their departments. If additional personnel are needed, they may be obtained in the following ways.
  - 1. From within State Government.
    - a. The Personnel Cabinet will identify state employees having the necessary skills and their location.
    - b. Prison labor may be utilized.

2. State government agencies may augment their staff through agreements and understandings with appropriate agencies of other governments.
3. Private sector.
  - a. Volunteers from business, industry and other organizations may be utilized.
  - b. Part time or temporary employees may be hired.
  - c. Private firms may be contracted to perform some functions.
- K. Federal Government Installations may be affected by a disaster and may require assistance from the state and local governments.
  1. State and local manpower assistance will be in accordance with prearranged agreements when possible.
  2. Federal personnel may carry out joint projects with State and local personnel when it is mutually convenient and agreed upon in advance of execution.
- L. Organizations such as the American Red Cross, the Mennonite Disaster Service, and the Salvation Army rely on their own full time and volunteer personnel. Should additional personnel be needed, State and local governments may be requested to assist, or the organization may recruit from the private and public sector.
- M. Operational Phases.
  1. Preparedness Phase.
    - a. Develop manpower operating procedures.
    - b. Develop system of determining manpower resources available.
    - c. Insure that necessary forms are available.
    - d. Organize and train staff.
    - e. Ensure all personnel concerned are familiar with their responsibilities.
    - f. Take part in tests and exercises as requested by state authorities.
    - g. Upon instructions from KyEM Director, or representative, shift to the Response Phase.
  2. Response Phase.

- a. Increased Readiness Period.
  - 1) Complete all steps not yet completed under the Preparedness Phase.
  - 2) Review and update annex.
  - 3) Alert personnel needed to carry out annex.
  - 4) Carry out any needed training.
  - 5) Insure necessary supplies are available.
  - 6) Upon instructions from KyEM Director, or representative, shift to the Preparedness Phase or Emergency Operation Period.
- b. Emergency Operation Period.
  - 1) Complete any procedures under Preparedness or Increased Readiness Period not yet completed.
  - 2) Carry out life saving and damage limiting operations.
  - 3) Determine manpower skills available and needed.
  - 4) Make manpower available.
  - 5) Coordinate activities for manpower needs with surrounding states.
  - 6) Keep records on workers made available, work undertaken and hours worked.
  - 7) Upon instruction from KyEM Director, or representative, shift to Recovery Phase.
- 3. Recovery Phase.
  - a. Carry out operations as directed by the EOC to save lives and minimize property loss.
  - b. Upon instructions from KyEM Director, or representative, shift to Preparedness or Response Phase.
  - c. Upon discontinuation of operation, survey organization for cost of preparation and responding to the disaster.
  - d. Critique operations for updating the EOP and standing operating procedures.

- e. Reports to FEMA Region IV concerning manpower will be made in conformity with Annex U.

V. ADMINISTRATIVE SUPPORT

Administrative support will be augmented through temporary hires and support from Emergency Management Assistant Compact states.

VI. GUIDANCE PUBLICATIONS

A. Kentucky Resource Management Plan

B. Disaster planning Guide for Business and Industry, FEMA 141, August 1987